

## OVERVIEW OF THE LICENSING PROCESS

The purpose of this overview is to give the reader a brief description of the different license types and licensing options, as well as a 1-2-3 of the licensing process.

### LICENSE TYPES

There are four types of appraisal licensure in Kansas. Each license type has its own scope of practice (regulation is referenced)

Provisional (Trainee) Classification. (See K.A.R. 117-5-3)

Licensed Classification (See K.A.R. 117-2-4)

Residential Classification (See K.A.R. 117-4-4)

General Classification (See K.A.R. 117-3-4)

The Provisional classification was established for those trainees who have met the education and test requirements of the license type they are training for, but have not met the experience requirements. As Kansas is **not** a mandatory licensure state (unless dealing with a federally related transaction), you are not required to secure the provisional license before beginning to accrue the experience needed for licensure. **If you intend to license as a provisional, the Board always recommends that you have your supervisor appraiser in place prior to beginning the pre-license education/testing process.**

### STANDARD LICENSING PROCESS

1. Contact the Board office for the pre-license packet or download the packet from the Board's web site at [www.accesskansas.org/kreab](http://www.accesskansas.org/kreab). Click on Applications and download the links listed there.
2. Complete the 90 hours (Licensed Classification), 120 hours (Residential Classification) or 180 (General Classification) of required pre-license education.
3. Complete the education application, attach your certificates of completion for the pre-license education and submit to the Board office with the \$50 application fee.
4. Within 5 to 7 business days of approval by the Board of the pre-license education met, you will be sent approval to take the exam with information on test sites, registration, etc. The test cost is \$150.
5. After passing the exam, the original pass notice must be submitted to the Board office.
  - a. If applying for the provisional classification, upon the Board's receipt of the pass notice, you will be sent the final pages of the application. These must be completed and submitted with the \$250 license fee. Your provisional license will be issued and mailed to your residence address within 5 to 7 business days.
  - b. If applying for the licensed, residential or general classification, you will receive acknowledgement of your pass score. Your application will remain pending until you have completed the 2000 hours (Licensed Classification), 2500 hours (Residential Classification) or 3000 hours (General Classification) of required experience and have submitted your log sheets, summary page and Experience Application, as well as the \$250 experience fee.
    - (1) Upon receipt of the log sheets, summary page, experience application and experience fee, the applicant will be notified of the Board's selection of three appraisals. These appraisals and their work-files, as well as one appraisal and work-file selected by the applicant (to best demonstrate their abilities) are submitted to the Board office. These appraisals are sent to a third-party for a Standard 3 desk review. After receipt of the reviews, the application and reviews are scheduled for the next available Board meeting. It is at this point that the Board will approve or deny the experience submitted. **Allow a period of up to four months from the date the appraisals and work-files are received by the Board office.**

(2) Following the Board meeting, the applicant will be notified, in writing, of the decision of the Board regarding their experience.

A. If approved, the applicant will sign the attached affidavit and submit it to the Board office with the \$25 National Registry fee. The license will be issued within 5 to 7 business days and mailed to the applicant's residence address.

B. If denied, the applicant is given the opportunity to request a hearing before the Board, which will be scheduled by the staff for the next available Board meeting.